



**FREDERICK**  
MARYLAND

# Community Promotion Grant

Fiscal Year 2024

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Background



# Community Promotion Grant Policy

- The Board of Aldermen adopted the Community Promotion Grant Policy (Resolution 17-18) on October 19, 2017.
- The purpose of the Policy is to formalize the process for application and distribution of City funds to nonprofit organizations.
- All prospective applicants must review this presentation.
- Eligible organizations may be awarded funds from \$500-\$20,000.

# Focus Areas

- The Community Promotion Grant program awards funding to nonprofit charitable or civic organizations ***to supplement existing funds that either create or enhance services that positively impact the greatest number of City residents.***
- Priority will be given to programs supporting one or more of the following focus areas:
  - Promotions and Arts
  - Senior Support/Aging in Place
  - Youth Development Needs

Eligibility



# Requirements

- All prospective applicant **must review** this presentation.
- Only **nonprofit organizations** shall be **eligible** to apply for a Community Promotion Grant.
  - 501(c)(3),(c)(4),or (c)(6) of the Internal Revenue Code of 1954.
- A complete Community Promotion Grant Application is required.
  - An incomplete application **will not** be accepted.
- The City operates on an annual Fiscal Schedule beginning on July 1 and ending on June 30.

# Required Documents

**Any nonprofit organizations that desires financial assistance from the City shall attach with the Community Promotion Grant Application:**

- IRS determination letter
- Copy of an annual report of its business affairs and transactions
- Copies of the audited financial statement of the previous year .
- The most recent 990 tax return.
- A detailed description of the program and how it serves the residents of the City.
- How the grant funding will benefit the residents of the City.

# Application Evaluation





- Applications are reviewed for a number of considerations which will determine the merits of the applicants and application.
  - These include, but are not limited to:
    - Review of the amount requested
    - Assessment of the applicant's ability to monitor and account for the awarding of funds
    - Determination of the applicant's eligibility and compliance with Policy requirements
- The City will prioritize programs supporting the four focus areas:
  - Promotions and Arts
  - Youth Development Needs
  - Senior Support/ Aging in Place

# Important Dates



- **January 17, 2023:** Deadline to submit grant online
- **January 31, 2024:** Deadline to submit Interim Report
- **July 31, 2024:** Deadline to submit Final Report

## Additional Information



# Monitoring and Reporting

- Organizations receiving funds are responsible for managing the day-to-day operations of grant supported activities using their established controls and policies.
- The City requires the receiving organization to submit two financial reports and two program assessment reports.
  - Reports will be due on February 11<sup>th</sup> and July 31<sup>st</sup>

## Contact Information

- Please submit application using our [online form](#)
- If you have any additional questions, please feel free to email:

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